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Title of Document: Absence with Leave of District Director or Facility Administrator from Duty Station

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Applicability: District Offices and Regional Centers

I. POLICY

The periodic absence of the district directors or facility administrators from their duty stations is necessary to promote effective operations. Absence of the District Director and Facility Administrator must occur in accordance with pertinent Department directives regarding leave and/or travel.

II. PROCEDURE

When the District Director or Facility Administrator is to be on leave from their duty station (to include annual, holiday or sick leave), the following notification procedures apply:

1. The District Director, for leave of one normal work day or less, must verbally notify the Associate State Director, Operations of the absence and the designated Acting District Director.

The Facility Administrator, for leave of one normal work day or less, must verbally notify the District Director of the absence and the designated Acting Facility Administrator.

2. The District Director, for anticipated leave longer than one normal work day, will provide written notice to the Associate State Director, Operations along with the designation of an Acting District Director to serve during the period of leave.

The Facility Administrator, for anticipated leave longer than one normal work day, will officially notify the office of the District Director along with the designation of an Acting

Facility Administrator to serve during the period of leave. The District Director must in turn notify the Associate State Director, Operations of this absence.

The District Director or Facility Administrator will assure that key District Office or Regional Center staff will be notified of the designated Acting District Director or Acting Facility Administrator.

3. For absences longer than ten (10) working days, each District Office and Regional Center shall have a written plan outlining who will serve as Acting District Director or Acting Facility Administrator and this plan will be approved by the Associate State Director, Operations.
4. The Acting District Director and the Acting Facility Administrator shall be given instructions as to how the District Director or Facility Administrator can be reached in the event of an emergency regardless of their anticipated period of leave, and shall be given the name of an appropriate Central Office contact in the event reaching the District Director or Facility Administrator is impossible or impractical at the time of said emergency. The Central Office contact will normally be the Associate State Director, Operations. In the absence of this Deputy State Director or unavailability, the contact is as follows: State Director; Deputy State Director, Administration.

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